

## To Participate:

- a) Go to: [\*\*http://ihs.adobeconnect.com/sustainableweb/\*\*](http://ihs.adobeconnect.com/sustainableweb/)
- b) Select "Enter as a Guest"
- c) Input your name (first and last) in the Name box
- d) There is no passcode for this session.
- e) Press the "Enter Room" button

- Audio options:

1. Select "Dial-out" and have Adobe Connect call you by entering your phone number (example: +13014433593).



The screenshot shows a window titled "Join Audio Conference". The text inside says: "This meeting's audio conference was successfully started. How would you like to join the meeting's audio conference?". There are three radio button options: "Dial-out [Receive a call from the meeting]" (which is selected), "Dial-in to the Audio Conference via Phone", and "Using Microphone (Computer/Device)". Below the "Dial-out" option is a text input field with a red border and the placeholder text "Enter your phone number here". Below the input field is the text "(+ Country code - Area/city code - Number E.g. +1-415-555-1234)". At the bottom right are two buttons: "Join" and "Listen Only".

2. Select "Dial-in to the Audio Conference via Phone" if you don't have a direct line. Please enter your unique code once connected **3587815** (you will not be prompted).



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3. Click the "Listen Only" button if you prefer to listen via your computer speakers.



### **Adobe Connect First Time Users**

The IHS uses Adobe Connect for online meetings. If you have never attended an Adobe Connect meeting before, please test your connection before the session.

[http://ihs.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://ihs.adobeconnect.com/common/help/en/support/meeting_test.htm)